

M e m o r a n d u m

Date: January 8, 2010

To: San Luis Obispo Area
Attention: Captain W. E. Vail

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.13791.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the San Luis Obispo Area was conducted on January 13, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that California Highway Patrol inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on December 7, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 536 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 57 items when rounded up to the next whole number (d).

Safety, Service, and Security

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	250	46.64%	25.65	26
Telecommunications	176	32.84%	18.06	19
Fleet	19	3.54%	1.95	2
Weapons	91	16.98%	9.34	10
Total	536			57

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 56 of the 57 items were located. One item, a mobile repeater, was affixed to a vehicle that was transferred to Fleet Operations Section on November 18, 2009. Furthermore, nine items require a correction to be made to the property record. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, nine of the nine items reconciled. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate this minor discrepancy in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by April 8, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

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The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.


M. C. A. SANTIAGO, CIG
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field
Coastal Division
Fiscal Management Section
Telecommunications Section
Office of Inspections, Audits Unit

Attachment A

**CALIFORNIA HIGHWAY PATROL
OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
San Luis Obispo Area - December 7, 2009**

ATTACHMENT A

Equipment Description	CHP Number	Listed on property record but not found	Found but not listed on property record	Missing decal or correction needed to property record	Transfer	Not available for inspection	Comments
Mobile Repeater	R45663				X		Vehicle turned in to Fleet Operations Section (CHP 57 attached).
Camera	142525			X			Correction to serial number.
Camera	142529			X			Correction to serial number.
Camera	142531			X			Correction to serial number.
Camera	144557			X			Correction to serial number.
Television LCD	150913			X			Correction to serial number.
Carpet Cleaner P0745D0049	91759			X			Correction to serial number.
Hand-Held Radio	R66690			X			Correction to serial number.
CPU	R97304			X			Correction to serial number.
CPU	R97309			X			Correction to serial number.

Attachment B

CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
San Luis Obispo - 745

ATTACHMENT B

Asset #	Description	Serial #	Y	N	A	T	C	Other/Comments
Property inspection list to equipment								
1	102611 PRINTER LASERJET 5N P0745H6015	USKC064343	X					
2	110953 RADAR TRAFFIC MOUNTED	040796	X					
3	112225 RADAR VEHICLE MOUNTED	041685	X					
4	127464 SWITCH COMPONENT	63092686	X					
5	130279 SWITCH	7Y3V2E8BA9800	X					
6	132305 ROUTER	JMX0753L0NF	X					
7	139577 PRINTER	CNDXJ06936	X					
8	140475 LASER RANGE FINDER HANDHELD	1060851625	X					
9	140609 LIDAR, HANDHELD	UX015628	X					
10	142499 COPIER	6500116T	X					
11	142525 CAMERA	792C40174	X				X	Correction to serial number.
12	142529 CAMERA	792L54034	X				X	Correction to serial number.
13	142531 CAMERA	792L54036	X				X	Correction to serial number.
14	144557 CAMERA	792K54316	X				X	Correction to serial number.
15	149299 COMPUTER	MXL7120BWC	X					
16	150913 TELEVISION LCD	803RMUY233854	X				X	Correction to serial number.
17	155281 LAPTOP	0039391791	X					
18	156022 LAPTOP	0039338863	X					
19	157234 COMPUTER	MXL7470XBQ	X					
20	77683 DICTATION MACHINE 2250	225009267	X					
21	82851 3-SHELF REFRIGERATOR	AR36928134	X					
22	91759 CARPET CLEANER P0745D0049	1014	X				X	Correction to serial number.
23	95868 ION CHAMBER METER P034132	291	X					
24	98883 PRINTER LASERJET 4+ P0044H4249	USFC303162	X					
25	XRR0385 ALCOHOL SCREENING DEVICE/CASE P037047	18230	X					
26	XRR0947 ALCOHOL SCREENING DEVICE/CASE P037047	18792	X					

LEGEND:

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
San Luis Obispo - 745**

ATTACHMENT B

Asset #		Description	Serial #	Y	N	A	T	C	Other/Comments
Equipment to inventory list									
1	93171	TRANSCRIBER MICROCASSETTE		X					
2	132727	SCANNER	M1H84E13M	X					
3	141270	PRINTER	JPGGL02727	X					
4	142528	CAMERA	792L59616	X					
5	149277	COMPUTER	MXL7120BSW	X					
6	157630	PRINTER	CNBC81B6GY	X					
7	XRR0977	ALCOHOL SCREENING DEVICE/CASE P037047	18822	X					

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Attachment C

**CALIFORNIA HIGHWAY PATROL
2009 TELECOMM PROPERTY RECORD INSPECTION REPORT
San Luis Obispo - 745**

ATTACHMENT C

Asset #	Description	Vehicle/Misc.	Vehicle/Misc.	Serial #	Y	N	A	T	C	Other/Comments
Property inspection list to equipment										
1	F2992	UPS		200087	X					
2	R22773	MISC. ACCTG.	M/W equip.	Rack 6	272A20211	X				
3	R40720	Mobile Radio		1270430	9540371	X				
4	R43268	Mobile Radio	1248298		9541932	X				
5	R45663	Mobile Repeater	1239908		7611020		X			Vehicle turned in to Fleet Operations Section (CHP 57 attached).
6	R53305	Mobile Radio	1239846		9522623	X				
7	R58994	Scanner	1270987	1270987	45006624	X				
8	R60834	Battery Charger - Radio			55003234	X				
9	R63390	Hand-Held Radio	10522	AREI-09		X				
10	R64622	Hand-Held Radio	15167		9935114	X				
11	R66690	Hand-Held Radio	11259	AREI-09	402AWYB1152	X			X	Correction to serial number.
12	R81738	Control Head - Mobile	1288949		402AWY7038	X				
13	R82383	Mobile Repeater	1239860		402AWY9514	X				
14	R85216	Monitor			402AWYA935	X				
15	R88378	EAS RECEIVER			402AXA3903	X				
16	R90111	Scanner			402AXA4408	X				
17	R93146	CPU			402AXE8970	X				
18	R97304	CPU			2UA5060NUK	X			X	Correction to serial number.
19	R97309	CPU			2UA5060NJF	X			X	Correction to serial number.
Equipment to inventory list										
1	R60539	Analyzer/Conditioner - Radio		TDN9430	55002741	X				
2	R70166	Battery Charger - Radio		NTN1177	402AWY0898	X				

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Attachment D

**CALIFORNIA HIGHWAY PATROL
2009 FLEET RECORD INSPECTION REPORT
San Luis Obispo - 745**

ATTACHMENT D

Equipment ID		License number	Manufacturer	Model	Y	N	A	T	C	Other/Comments
Property inspection list to equipment										
1	1239860	1239860	Ford	Crown Victoria (Patrol)	X					
2	1248436	1248436	Ford	Crown Victoria (Patrol)	X					

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Attachment E

**CALIFORNIA HIGHWAY PATROL
2009 WEAPONS RECORD INSPECTION REPORT
San Luis Obispo - 745**

ATTACHMENT E

Officer ID#	Model	Last Name	First Name	Serial #	Y	N	A	T	C	Other/Comments
Property inspection list to equipment										
					X					
					X					
					X					
					X					
					X					
					X					
					X					
					X					
					X					
					X					
					X					

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Supporting documentation

CHP 57 - MOTOR VEHICLE ASSIGNMENT AND TRANSFER
(PAR:CHP 57)

VEHICLE NR:		1239908	
YEAR:	2006	LICENSE NR:	1239908
MAKE:	FOR	REPLACES VEHICLE:	1189499
MODEL:	CRNVIC	VIN:	2FAHP71W26X141307
CLASS CODE:	ES	DATE PLACED IN SERVICE:	02/02/2007
DEALER STOCK NR:	FL8542	FUEL CARD #:	593415

EQUIPMENT

ITEM:	DESCRIPTION:
A RADIO - CHP	R-42724 -VOM
A RADIO CONTROL HEAD	R-80018 -VBA
A REPEATER	R-40030 45663 -VMP
A SCANNER	R-51035 -VBA
ANTENNA - COMPUTER -	
BASE LOAD ANTENNA	
CABLE - MAIN RADIO	
CABLE - COMPUTER DAT	
CONSOLE	
DECALS	
DOCKING STATION	
DUAL GUN LOCKS	
EXEMPT LICENSE PLATE	
EXTERNAL JUMPER PLUG	
FIRST AID KIT	
MAPLIGHT	
PRISONER RESTRAINT E	
PUSH BUMPER	
RADIO/SIREN INTERFAC	
REAR MAPLIGHT	
REPEATER ANTENNA	
SIREN	
SPOTLIGHT LEFT CLEA	
SPOTLIGHT RIGHT CLE	
STALKER RADAR WIRING	
VISION ROOFLIGHT	
WIG WAG FLASHER	

COMMENTS:
09-841

ASSIGNED TO LOCATION: ~~705~~ 075

RECEIVED BY: John Wier
(Signature)

PRINT NAME: John Wier

ID NUMBER: A14330

DATE: 11-11-08

ODOMETER: ~~101812~~ 104480
TRANSFERRED FROM LOCATION: 745

DELIVERED BY: Tony Morales
(Signature)

PRINT NAME: Tony Morales

ID NUMBER: A12111

DATE: 11-18-09

----- End of Report -----